

TIMESHEET

Town of North Reading, MA
PARKS & RECREATION DEPARTMENT

Employee:

Week Ending:

[illegible]

Total Worked								
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Employee Signature	Supervisor Approval	Department Head Approval

NOTES:

- 1) **Sign your timesheet.**
- 2) Timesheet is due into the Parks & Recreation office by 1PM on the Monday after the workweek ends.
- 3) Be sure to mark your timesheet into the programs you've worked. For example, playground, kid connection, pee wee soccer, early release day, BBQ and etc.
- 4) **Sign your timesheet.**